

City of Kirkland
Request for Proposals for
Geographic Information System Web Mapping Portal
Job #18-10-IT
Submittals are due on Friday, July 23, 2010, at 4:00 p.m. PDT

Introduction

The City of Kirkland is soliciting proposals from vendors who provide an off-the-shelf GIS web mapping portal solution and associated services. The mapping portal will be used by all city departments as a primary platform for accessing GIS information. In addition, the mapping portal solution is expected to interface with the city's newly-acquired permitting system (enerGov Solution), which is a GIS driven, global location model based solution using ESRI ArcGIS Server and Microsoft .NET technology.

The purposes of this project are:

- To upgrade the existing city's Intranet GIS Browser to the latest GIS Web mapping 2.0 technology and build a robust web mapping platform;
- To better support the city's newly acquired permitting system and streamline other business system integration, including document management system, maintenance management system, video inspection system, and public safety dispatch system;
- To provide a user-friendly, feature rich, and web-based GIS portal for a variety of users to have real-time access to the city's enterprise spatial information repository;
- To support significant increases in city staff, GIS usage, and services due to the upcoming Finn Hill, North Juanita, and Kingsgate annexation (seven square miles).

To better support the growth of city businesses and empower staff with GIS technology, the proposed off-the-shelf mapping portal solution and services should meet the following minimum requirements:

- The solution will be based on ESRI ArcGIS Server, Microsoft .NET technology, and Microsoft SQL Server platform. It should be compatible with the most commonly used web browsers.
- The solution must be scalable and flexible to allow for growth in terms of number of web map services as well as number of users.
- The solution must be configurable and customizable for ease of use, maintenance, and administration.
- The solution must be easily integrated with other major city business systems such as permitting system (enerGov Solution), maintenance management system (Hansen), document management system (TRIM), utility billing system (Springbrook), video inspection system (GranetXP), class registration system (CLASS), public safety dispatch system (NewWorld), etc.
- The solution must include commonly used GIS functionality such as mapping, querying, reporting, printing, markup, labeling, graphing, geocoding, geoprocessing, etc.
- The solution vendor must demonstrate Web mapping 2.0 implementation experience and the proven ability to provide strong technical support, system documentation, and robust training portfolio.

The project implementation is planned for 2010 and the total cost cannot exceed \$50,000.

Background

The City of Kirkland has successfully implemented its original GIS strategic plan and is close to completing its 2005 Phase II GIS plan. The city GIS is based on ESRI products including mobile, desktop, and server software (ArcEngine, ArcGIS desktop, SDE for SQL Server, ArcIMS, and ArcGIS Server) in a Microsoft Windows environment. Several of the city's major business systems currently have direct linkages to the GIS. The city has invested in and developed a comprehensive GIS database and implemented a number of GIS applications through the years. The majority of GIS information and commonly used functions are currently accessible via the existing Intranet GIS Browser, which was implemented in 2003 using GeoNorth MapOptix 5.2 product and ESRI ArcIMS technology.

The city also participates in regional GIS efforts which have resulted in the multi-city applications *nwproperty.net*, *myBuildingpermit.com*, *MyParksandRecreation.com* and a regional GIS portal *nwmap.net* for public access.

Submittal Requirements

To be responsive to this solicitation, submittals must conform to the procedures, format, and content requirements outlined in this statement. Submittals not meeting these requirements may be considered non-responsive and disqualified. The following format requirements apply:

1. Letter of interest (1 page maximum)
2. Scope of services, including a summary of your understanding of our project, description of your proposed solution and architecture, and summary of your relevant project experience in the last five years, as well as an overview of your implementation methodology and integration strategy (6 pages maximum)
3. Resume(s) including 3-5 references for projects of a similar scope and nature (4 pages maximum)
4. Cost proposal (1 page maximum)

A cover page can be included, but is not required. Sealed printed submittals shall be on 8-1/2 x 11 sheets, limited to the number of pages noted above (a page is considered one piece of paper printed on one side). Double-sided printing is preferable. Three copies of bound submittal documents should be provided. A proposal submitted by email must be in MS Word or PDF format, and must be time-stamped as received by Kirkland's system no later than 4:00 p.m. PDT on Friday, July 23, 2010 on the due date.

Sealed or emailed submittals must be received by the Purchasing Agent no later than **4:00 p.m., PDT, on Friday, July 23, 2010.**

Late submittals will not be accepted nor will additional time be granted to any vendor unless it is also granted to all vendors. All submittals and accompanying documentation will become the property of the city and will not be returned.

Address for sealed submittals:

City of Kirkland
Attn: Barry Scott, Purchasing Agent
RFP – GIS Project and Technical Mgmt. Svcs., Job #18-10-IT
123 5th Ave
Kirkland, WA 98033

Email submittals to:

bscott@ci.kirkland.wa.us

The content of all submittals will be considered confidential to the extent allowed by law until an award is made.

Selection Process

City staff will conduct an independent evaluation of three short-listed submittals and select one that best meets the needs of city GIS program requirements by Friday, July 30, 2010.

Contracting

The city's standard professional services agreement (attached) will be used in negotiations with the selected vendor, based on a not-to-exceed amount. Individual tasks will be assigned on a work order basis with budgets and delivery schedules for each. The city will require monthly status reports and technical work sessions to track progress and to ensure a successful project outcome. If the city and the selected vendor are unable to agree on the terms and conditions of the services agreement, the city will terminate negotiations and the next most suitable vendor will be contacted for contract negotiations.

The city may waive any informalities or irregularities in the submittal and reserves the right to accept, reject or negotiate any or all submittals, including the right to award the contract in whole or in part if it is deemed in the city's best interest. The city shall not be liable for any cost incurred by consultants in responding to this solicitation.

Notification

Each respondent will be notified in writing as to acceptance or rejection of his/her submittal. The city plans to release such letters within 10 days of the submittal submission date. The city may delay this action if it is deemed to be in the best interest of the city.

Questions

All questions must be submitted by 4:00 p.m. PDT on Tuesday, July 20, 2010. No phone calls will be accepted.

Questions must be emailed to Xiaoning Jiang at: xjiang@ci.kirkland.wa.us



PROFESSIONAL SERVICES AGREEMENT

The City of Kirkland, Washington, a municipal corporation (hereinafter the "City") and _____, whose address is _____ (hereinafter the "consultant"), agree and contract as follows:

I. SERVICES BY CONSULTANT

- A. The Consultant agrees to perform the services described in Attachment ____ to this Agreement, which attachment is incorporated herein by reference.
- B. All services, and all duties incidental or necessary thereto, shall be conducted and performed diligently and completely and in accordance with professional standards of conduct and performance.

II. COMPENSATION

- A. The total compensation to be paid to Consultant for these services shall not exceed \$_____, as detailed in Attachment _____.
- B. Payment to Consultant by the City in accordance with the payment ceiling specified above shall be the total compensation for all work performed under this Agreement and supporting documents hereto as well as all subcontractors' fees and expenses, supervision, labor, supplies, materials, equipment or the use thereof, reimbursable expenses, and other necessary incidentals.
- C. The Consultant shall be paid monthly on the basis of invoices submitted. Invoicing will be on the basis of percentage complete or on the basis of time, whichever is applicable in accordance with the terms of this Agreement.
- D. The City shall have the right to withhold payment to Consultant for any work not completed in a satisfactory manner until such time as consultant modifies such work to the satisfaction of the City.
- E. Unless otherwise specified in this Agreement, any payment shall be considered timely if a warrant is mailed or is available within 45 days of the date of actual receipt by the City of an invoice conforming in all respects to the terms of this Agreement.

III. TERMINATION OF AGREEMENT

The City reserves the right to terminate or suspend this Agreement at any time, with or without cause, by giving ten (10) days notice to Consultant in writing. In the event of termination, all finished or unfinished reports, or other material prepared by the Consultant pursuant to this Agreement, shall be provided to the City. In the event the City terminates prior to completion without cause, consultant may complete such analyses and records as may be necessary to place its files in order. Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed on the project prior to the date of suspension or termination, not to exceed the payment ceiling set forth above.

IV. OWNERSHIP OF WORK PRODUCT

- A. Ownership of the originals of any reports, data, studies, surveys, charts, maps, drawings, specifications, figures, photographs, memoranda, and any other documents which are developed, compiled or produced as a result of this Agreement, whether or not completed, shall be vested in the City. Any reuse of these materials by the City for projects or purposes other than those which fall within the scope of this contract or the project to which it relates, without written concurrence by the Consultant will be at the sole risk of the City.

The City acknowledges the Consultant's plans and specifications as instruments of professional service. Nevertheless, the plans and specifications prepared under this Agreement shall become the property of the City upon completion of the work. The City agrees to hold harmless and indemnify consultant against all claims made against Consultant for damage or injury, including defense costs, arising out of any reuse of such plans and specifications by any third party without the written authorization of the Consultant.

- B. Methodology, materials, software, logic, and systems developed under this contract are the property of the consultant and the City, and may be used as either the consultant or the City sees fit, including the right to revise or publish the same without limitation.

V. GENERAL ADMINISTRATION AND MANAGEMENT

The _____ for the City of Kirkland shall review and approve the Consultant's invoices to the City under this Agreement, shall have primary responsibility for overseeing and approving services to be performed by the Consultant, and shall coordinate all communications with the Consultant from the City.

VI. COMPLETION DATE

The estimated completion date for the consultant's performance of the services specified in Section I is _____.

Consultant will diligently proceed with the work contracted for, but consultant shall not be held responsible for delays occasioned by factors beyond its control which could not reasonably have been foreseen at the time of the execution of this Agreement. If such a delay arises, Consultant shall forthwith notify the City.

VII. SUCCESSORS AND ASSIGNS

The Consultant shall not assign, transfer, convey, pledge, or otherwise dispose of this Agreement or any part of this Agreement without prior written consent of the City.

VIII. NONDISCRIMINATION

Contractor shall, in employment made possible or resulting from this Agreement, ensure that there shall be no unlawful discrimination against any employee or applicant for employment in violation of RCW 49.60.180, as currently written or hereafter amended, or other applicable law prohibiting discrimination, unless based upon a bona fide occupational qualification as provided in RCW 49.60.180 or as otherwise permitted by other applicable law. Further, no person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Agreement in violation of RCW 49.60.215 or other applicable law prohibiting discrimination.

IX. HOLD HARMLESS/INDEMNIFICATION

Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

X. LIABILITY INSURANCE COVERAGE

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees. A failure to obtain and maintain such insurance or to file required certificates and endorsements shall be a material breach of this Agreement.

A. Minimum Scope of Insurance

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

B. Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit

C. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.
2. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

D. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

E. Verification of Coverage

Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

F. Claims-made Coverage

Any policy of required insurance written on a claims-made basis shall provide coverage as to all claims arising out of the services performed under the contract and filed within three (3) years following completion of the services so to be performed.

XI. COMPLIANCE WITH LAWS/BUSINESS LICENSE

The Consultant shall comply with all applicable State, Federal, and City laws, ordinances, regulations, and codes. Contractor must obtain a City of Kirkland business license or otherwise comply with Kirkland Municipal Code Chapter 7.02.

XII. FUTURE SUPPORT

The City makes no commitment and assumes no obligations for the support of Consultant activities except as set forth in this Agreement.

XIII. INDEPENDENT CONTRACTOR

Consultant is and shall be at all times during the term of this Agreement an independent contractor and not an employee of the City. Consultant agrees that he is solely responsible for the payment of taxes applicable to the services performed under this Agreement and agrees to comply with all federal, state, and local laws regarding the reporting of taxes, maintenance of insurance and records, and all other requirements and obligations imposed on him as a result of his status as an independent contractor. The Consultant is responsible for providing the office space and clerical support necessary for the performance of services under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial

insurance of unemployment compensation programs or otherwise assuming the duties of an employer with respect to the Consultant, or any employee of consultant.

XIV. EXTENT OF AGREEMENT/MODIFICATION

This Agreement, together with all attachments and addenda, represents the entire and integrated Agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified, or added to only by written instrument properly signed by both parties hereto.

XV. ADDITIONAL WORK

The City may desire to have the Consultant perform work or render services in connection with the project other than provided for by the express intent of this contract. Any such work or services shall be considered as additional work, supplemental to this contract. Such work may include, but shall not be limited to,

_____.

Additional work shall not proceed unless so authorized in writing by the City.

Authorized additional work will be compensated for in accordance with a written supplemental contract between the Consultant and the City.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates written below:

CONSULTANT:

CITY OF KIRKLAND:

By: _____

By: _____

David Ramsay, City Manager

Date: _____

Date: _____

APPROVED AS TO FORM:

Kirkland City Attorney

Date: _____